



STATE OF MISSOURI ADMINISTRATIVE POLICY

POLICY TITLE: Laptop Encryption	AUTHORIZED BY: Dan Ross Chief Information Officer
POLICY : ITPS - 001	PAGE: Page 1 of 2
ISSUED: 09/20/2007	REVISED:
Category: Information Technology Security	Originating Unit: OA ITSD ISMO

I. General Statement

The purpose of this policy is to establish the proper deployment of whole disk encryption on state owned laptop/notebook computers that contain information resources of which the unauthorized access to or release of, would place the citizens of the state at undo risk or cause embarrassment to the State of Missouri.

II. Background

With advances in computer technology, laptop computers have become useful tools to meet the business needs of the State of Missouri. These devices are especially susceptible to loss, theft, and the distribution of malicious software because they are easily portable and can be used in a variety of environments. As mobile computing becomes more widely used, it is necessary to address data encryption to protect information resources of the State of Missouri.

III. Applicability

This policy applies to State owned laptop computers that contain sensitive information resources, and have increased risk of loss or compromise. Sensitive information resources are those that, if accessed by or released to unauthorized parties, would place the citizens of the state at undo risk or cause embarrassment to the State of Missouri.

IV. Responsibility

Agencies shall:

- Deploy the encryption software in accordance with the manufacturer's recommendations and the ITSD End Users Support deployment procedures.



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- Educate users on the need to avoid leaving laptops unsecured. If they must be left in a vehicle, they should be locked in the trunk.
- Explain the importance of data security in a mobile environment to all users of laptops.
- Report lost or stolen laptops to the appropriate authorities.
- Assure laptop computers receive current security fixes, patches, and anti-virus updates at least every 30 days.

V. Compliance

All personnel assigned state owned laptop computers are required to comply with the requirements associated with this policy. When laptop computers are decommissioned the encryption license will be removed and made available for use on another system.